

**Minnesota Board of Barber Examiners**

2829 University Avenue South East, Suite 310  
Minneapolis, MN 55414

**July 2, 2009 BOARD MEETING**

The Minnesota Board of Barber Examiners met on July 2, 2009 at 2829 University Avenue South East, Minneapolis, MN 55414; 4<sup>th</sup> Floor, Conference Room A. Board Members present: Teresa Iliff, Doug Klemenhausen, Frank Plant, and Mike Vekich.

**Call to Order**

Member Plant called to order the meeting at 8:00 a.m.

**Amend or Approve Agenda**

Member Vekich made a motion to approve the agenda as presented. Member Iliff seconded. Motion carried.

Ayes (4) Klemenhausen, Plant, Vekich, Iliff

Nays (0)

**Amenda or Approve Minutes**

The minutes from the final meeting of the combined board (BBCE) were presented to the members. They had not been approved by either board and were being provided for office records. The minutes were summarized however, should the BBE wish to have a complete copy, it may be obtained by contacting the Minnesota Board of Cosmetologist Examiners

**New Business**

**a. Elect Board/Chair/Officers**

**CHAIR**

Member Klemenhausen made a motion to elect Frank Plant as the BBE chair person.

Member Vekich seconded. Motion Carried

Ayes (3) Klemenhausen, Vekich, Iliff

Nays (0)

**SECRETARY**

Chair Plant made a motion to elect Doug Klemenhausen as the secretary. Member Vekich seconded. Motion Carried.

Ayes (2) Vekich, Iliff.

**b. Orientation-Board Member Handbook of Legal Issues**

**a. Attorney General Office Presentation: Michelle Owen and Mike Tostengaard gave a presentation on their roles within the Board. Ms. Owen will be handling the complaint process while Mr. Tostengaard will be the General Council for the BBE.**

The requirements for Open Meeting (Public Meetings) vs. Private Meetings (such as a Complaint meeting) were explained. An agenda for a public meeting is to be available for the general public while Complaint Data is confidential until the Final Order and Appeal processes are completed. The complaint committee members are not to discuss issues of the complaint committee with other board members or the general public. The board chair may vote on Complaint Committee Issues.

c. Form Complaint Committee/and any other Committees as needed

The members of the complaint committee are: Member Iliff-chair and Member Klemenhausen.

d. Adoption of Board Resolutions/Delegations of Authority. All Delegations must be motioned, seconded, voted upon and signed by the Chair.

- i. Sign Payment transactions on behalf of the board
- ii. Sign Purchasing documents on behalf of the board
- iii. Execute Contracts on behalf of the board
- iv. Maintain records; collect fees; supervisory responsibilities-member Vekich requested that responsibility of personnel records be added to this delegation.
- v. Rev/su
- vi. Designate responsible
- vii. Resolution to approve floor plans for initial shops
- viii. Meeting policies/procedures & guidelines
- ix. Resolution to adopt seal

For each of these delegations, as well as agenda item e, member Vekich made a motion that is be resolved that the Executive Secretary be the designated responsible individual and in the interim, Gina Stauss Fast be delegated to these tasks. Member Klemenhausen seconded. Motion Carried

Ayes (3) Klemenhausen, Vekich, Iliff

Nays (0)

e. Designate a Data Practices Act Responsible Authority and Compliance Officer

f. Interagency Agreements

a. ASU

A two year agreement with ASU for a fee of \$10,000 per year motion to approve made by member Vekich. Seconded by member Klemenhausen. Motion carried.

Ayes (3) Klemenhausen, Vekich, Iliff

Nays (0)

b. BCE

To maintain daily work flow. Mrs. Stauss Fast will be paid hourly. Motion made by member Vekich. Seconded by member Klemenhausen. Motion carried.

Ayes (3) Klemenhausen, Vekich, Iliff

Nays (0)

c. Space

370 sq. feet is being sublet from EMSRB at a cost of 19.25 per sq. ft. The lease is until 1/31/2011. Motion to accept the lease as presented made by member Vekich.

Seconded by member Klemenhausen. Motion Carried.

Ayes (3) Klemenhausen, Vekich, Iliff

Nays (0)

d. Budget

Juli Vangsness presented the budget for the BBE. It is approximately 74,000.00 over. Ms. Vangsness went line by line to explain costs associated with each encumbrance.

e. Licensing System

A non disclosure agreement for GL Suite was presented. Member Vekich made a motion to accept the non disclosure agreement. Member Klemenhausen seconded. Motion carried.

Ayes (3) Klemenhausen, Vekich, Iliff

Nays (0)

g. Executive Secretary hiring process

An explanation of the reasoning and process behind the minimum requirements for the Executive Secretary position were explained to the members.

- h. RFP for testing vendor  
Mrs. Stauss Fast presented information on the need for an RFP for a testing vendor as the contracts have expired.
- i. Communication with the public of new board
- j. Adopt Bylaws
- k. Adopt standards prescribing what constitutes a day spent on board business for purposes of Per Diems
- l. Adopt a written Data Practices Policy

#### Public Comments

Due to time constraints, limited public comments were addressed.

A.S. -issue of expired credentials. His apprenticeship has expired. He stated that he made his request for a license verification to be sent to the state of CA months prior to the expiration date but, that it wasn't sent until after his license expired. He stated that he had not been notified of the prior board decision to deny his request and, that he was given misinformation about what documentation he should provide to the board.

This was tabled for a future board meeting to allow him time to forward the documents to the BBE.

#### Correspondence

None

#### Old Business

None

#### Unfinished Business

None

#### New Business

None

#### Executive Secretary Report

None

#### Schedule and Notification of Upcoming Board Schedule

July 13, 2009 -- review of applications for the Executive Secretary position-CLOSED TO THE PUBLIC

July 27, 2009 -- regular meeting of the BBE

August 31, 2009 -- regular meeting of the BBE

September 28, 2009 -- regular meeting of the BBE

October 26, 2009 -- regular meeting of the BBE

December 14, 2009- combined November/December regular meeting of the BBE

Closed meetings for the complaint committee will be scheduled as needed.

#### Adjournment

Chairman Plant adjourned the meeting at 11:45 p.m.